

DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
ACCOUNTANT
FISCAL SERVICES

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: Central Office, Wethersfield, CT

Hours: M-F, First Shift

Salary: \$60,593 - \$78,332

Closing Date: September 11, 2012

Eligibility Requirement: Candidates must have applied for and passed the Accountant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Knowledge of professional accounting principles and practices including knowledge of governmental accounting and budgeting; knowledge of basic auditing principles and practices; interpersonal skills; oral communication skills; ability to prepare, analyze and evaluate financial statements and other accounting records and reports; ability to analyze and evaluate accounting methods and procedures; ability to utilize EDP systems for financial management; ability to read and interpret written materials.

General Experience: Six (6) years of experience in accounting or auditing.

Special Experience: Two (2) years of the General Experience must have been at the paraprofessional level. Work at the paraprofessional level requires exercise of some independent judgment in applying basic accounting principles and may be compared to the level of a full charge bookkeeper. For state employees this is the level of Assistant Accountant.

Substitution Allowed: College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in accounting may be substituted for one (1) additional year of the General Experience. Certification in any of the following may be substituted for one (1) year of the General and Special Experience: Certified Public Accountant, Certified Internal Auditor. Two (2) years of experience as an Assistant Accountant may be substituted for the General and Special Experience.

Preferred Experience: Candidates must have experience with the CORE Financial and Reporting systems and other financial management information systems, as well experience with Microsoft Word and Excel software. Candidates must also have excellent presentation skills and excellent oral, written, and interpersonal communications skills.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to (CT-HR-12):

DEPARTMENT OF CORRECTION
24 WOLCOTT HILL ROAD
WETHERSFIELD, CT 06109
FAX (860) 692-7615
MILDRED.PAGAN@PO.STATE.CT.US

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.